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MEMORANDUM FOR:

8 April 1953

SUBJECT: Training Program in Records Management

1. At the present time, a great deal of emphasis is being placed upon the management of records throughout the Federal Government. The Federal Records Act of 1950 specifies that the head of each agency is responsible for establishing a records management program. In CIA, the Director has delegated the responsibility for this program to the General Services Office.

2. In accord with this law, the Agency is in the process of installing its program. Plans are being made for the effective control of the creation, maintenance, and disposition of all Agency records.

3. To assist in getting started with this project, the Office of Training and the General Services Office has planned a training program in Records Management. Six experts in records management from outside the Agency have been invited to participate in this program. The other lectures and discussions will be led by staff members of the Agency.

4. There will be a series of eight meetings, as shown below. All the sessions will be held in room 1402 "I" Building. Please arrange your schedule with your supervisor according to the dates and hours shown, as you are expected to attend all the meetings.

Tuesday, 14 April - 0930-1200
Monday, 20 April - 1000-1200
Friday, 24 April - 1000-1200
Monday, 27 April - 1000-1200
Friday, 1 May - 1000-1200
Monday, 4 May - 1000-1200
Friday, 8 May - 1000-1200
Monday, 11 May - 1000-1200

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Chief, General Services

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